BC Single Business Number Project Summary & Progress Report

November 2003

PROJECT SUMMARY

The Single Business Number (SBN) Project is an innovative inter-jurisdictional, cross-government, multiple-agency partnership that will allow businesses in British Columbia to interact with multiple levels of government using one common business identifier-- the federal Business Number.

The project is being led by the Ministry of Competition, Science and Enterprise with the full support of the current participating federal and provincial partners. Much has been accomplished, most notably British Columbia Business Number (BCBN) Hub has been successfully implemented to facilitate business number transactions between Canada Customs and Revenue Agency (CCRA), BC Ministry of Provincial Revenue and BC Workers' Compensation Board (WCB) with Corporate Registry scheduled for the Spring 2004. In addition, a full communications program is in place (Web Site: www.cse.gov.bc.ca/SBNP and new enabling legislation, the *Business Number Act* (BN Act), has been enacted. The Ministry of Finance has been identified as the operational owner and Fujitsu Consulting is enhancing the OneStop Business Services application.

In November 2003, the systems to support the Business Number were implemented.

Phase 1 - Systems Implementation – October 2003 – February 2004

Fujitsu Consulting delivers the systems as follows:

- BCBN Hub was delivered in November 2003
- Enhanced OneStop Business Services system (http://www.onestopbc.ca/) will be delivered in February 2004

Phase 2 – Initial Partner Connections – November 2003 – Spring 2004

These will be staggered as follows:

- BCBN Hub - November 2003 until Spring 2004
- Enhanced OneStop Business Services – all partners will be available in February 2004 with improved partner integration for the initial partners phased in over the following months.

Phase 3 – Transition of Ownership – September 2003 – March 2004
The transition of responsibility from the Ministry of Competition, Science and Enterprise's Tourism and Small Business Branch, to the Ministry of Finance's OneStop Business Services Office, located within the Corporate and Personal Property Registry Office, will be ongoing during the implementation and connections phases and will be completed by March 2004.

The SBN Project will lay the groundwork for service delivery, including business registration, maintenance of basic records, and full reporting and remittance processing.

WHAT ARE WE DOING?

The Single Business Number Project is a joint federal and provincial initiative that represents a first step in establishing a more seamless and streamlined way of delivering online services to businesses in British Columbia. This initiative will enable businesses to use their federal Business Number (BN) as a single identifying number with various government agencies. The initiative also provides a single window through which information can be simultaneously registered with multiple levels of government.

WHERE ARE WE NOW?

As of November 2003, the BCBN Hub has been successfully implemented and Business Number messages and broadcasts are flowing between Canada Customs and Revenue Agency (CCRA), the BC Ministry of Provincial Revenue (MPR) and BC Workers' Compensation Board (WCB). There are over 180,000 business accounts with a common identifier across organizations in the BCBN. The status of the major project components are as follows:

- **Project Website**
  A full description of the project and the key features, advantages and benefits is available at www.cse.gov.bc.ca/SBNP/

- **Business Number Act**
  The new legislation, BN Act, was deemed necessary to enable the implementation of the Business Number. The legislation was given Royal Assent in October 2003.

- **Systems Development**
  Fujitsu Consulting is the Systems Integrator and has completed the build for the BCBN Hub, which will support the provision of the Business Number to businesses in BC. In addition, Fujitsu has completed the design phase for the changes required to OneStop Business Services system (www.onestopbc.ca/) to provide a single window through which information can be simultaneously registered with multiple levels of government (to be implemented by February 2004).

- **Technical Environment**
  Corporate Information Technology Services (CITS) of the Ministry of Management Services has been engaged to provide the technical infrastructure and services to operate the BCBN Hub and the improved OneStop applications.

- **Partner Preparation**
  All business partners have the information they need to proceed with the business and systems changes required to accommodate the Business Number processes in their respective business and system infrastructure(s). These changes will be completed to meet the connection schedule as shown below.

- **Transition to New Owner**
  The Ministry of Finance, OneStop Business Services Office will be the permanent operational owner for the BCBN Hub and OneStop Business Services. Transition activities from the Ministry of Competition, Science and Enterprise to the new office are well underway with all functions planned to be handed over by March 2004.

- **Communications**
  A communications strategy and plan is being developed by all partners.

WHAT NEXT?

Phase II is the implementation of a business Internet service leveraging the BCBN Hub's functionality. The new OneStop Business Services (OSBS) application will be available through the provincial portal in February 2004. OneStop will be an enhanced and saleable service including business profiling, registration, "roadmap" and change of address features. Phase II will also include the transition of operational responsibility for the existing OSBS from the Ministry of Competition, Science and Enterprise to the Ministry of Finance, Corporate and Personal Properties Registry by the end of March 2004.

BCBN Hub – LIVE

The BCBN Hub now provides an electronic connection between the Province and CCRA that enables participating BC partners to:

1. Complete Business Number Transactions to:
   - Request new business numbers for their program accounts;
   - Provide updates to Business Number data from their clients;
   - Populate the Business Number Index based on the transactions processed by the BCBN Hub;
   - Receive updates to the Business Number data distributed by the BCBN Hub; and
   - Make inquires to the Business Number Index.

2. Start to move partners' data to the BCBN hub and, where necessary, convert it to include the Business Number. It is expected that the majority of each foundation partner's data will be converted and moved to the hub within two months of each partner's connection. This process will involve a significant number of BC business accounts as follows:

   - 320,000 BC Corporations, Societies, Co-operatives and Financial Institutions
   - 186,000 Workers Compensation Board accounts
   - 100,000 Provincial Sales Tax and Hotel Tax account holders

Schedule of Connection to BCBN Hub - Participating Partners & Programs

Partner	Programs	Target Connection Date
Corporate Registry	Incorporation of BC Corporations, Societies, Co-operatives, and Financial Institutions as well as registration of Extra-Provincial Corporations	Spring 2004
CCRA	GST, Payroll, Import/Export, Corporate Tax	November 2003
MPR	Provincial Sales Tax and Hotel Tax accounts	November 2003
WCB	Employer Accounts	November 2003

Early in 2004 the following will be implemented:

OneStop Business Services Enhanced

The current OneStop Business Services system (www.onestopbc.ca) will be enhanced to provide a more integrated and scaleable single window approach for online business registration and address change. A customer will be able to complete their business registration online and be linked in real time to the registration systems of the BCBN Hub participating partners. In addition, their information will be passed on to other partners of the OneStop application. All clients of OneStop Business Services will be able to update their address for all provincial partners by making a single request. The OneStop application will continue to utilize BCeID as the method of authenticating businesses and will retain other services such as domain name registration. Currently, OneStop is utilized by Industry Canada, over 60 municipalities and over 100 community partner kiosk locations in BC. The introduction of the enhanced version of OneStop will assist in increasing the overall participation levels within government departments and other agencies across BC and federally.

Schedule of Enhanced Online Linkage to OneStop Business Services - Participating Partners & Programs

The changes to each partner's registration process to provide an online integration within OneStop will be phased in over the months following the enhanced version being available. Until that date the registration to that partner will still be available in the existing OneStop version, and will be passed on to the partner for later processing and notification back to the business.

The table below shows the target dates for the phase in of partners for integrated registration.

Partner	Integrated Registration	Target Implementation Date
CCRA	GST, Payroll, Import/Export,	February 2004
MPR	Provincial Sales Tax and Hotel Tax accounts	February 2004
WCB	Employer Accounts	Spring 2004
Corporate Registry	Incorporation of BC Corporations, Societies, Co-operatives, and Financial Institutions as well as registration of Extra-Provincial Corporations	Mid 2004

SUMMARY

The Single Business Number (SBN) Project is an innovative inter-jurisdictional, cross-government, multiple-agency partnership that will allow businesses in British Columbia to interact with multiple levels of government using one common business identifier-- the federal Business Number. The SBN Project has started to lay the groundwork for service delivery spanning the broad spectrum of business-government interactions, including business registration and maintenance of basic records. Upon transition to the Ministry of Finance, as part of the OneStop Business Services Office, the SBN Project will have capacity for full reporting and remittance processing starting with the founding partners and expanding to other government departments and agencies.

FURTHER INFORMATION?

We welcome your comments and questions about the Single Business Number project. Please direct your inquiries to:

Michael Cowley
Chair, SBN Steering Committee
Office of the Chief Strategist and Government CIO
Ministry of Management Services
E-mail: Mike.Cowley@gems4.gov.bc.ca
Phone: (250) 387-1346

Robert Pysden
Manager, Business Development
Tourism and Small BusinessBranch
Ministry of Competition, Science and Enterprise
E-mail: rob.pysden@gems4.gov.bc.ca
Phone: (250) 952-0134

Or visit our website at: www.cse.gov.bc.ca/SBNP